

POSITION DESCRIPTION

IMPORTANT: PLEASE READ INSTRUCTIONS ON PAGES 2 and 3

OSER-DMRS-11 (Rev. 03-06)
State of Wisconsin
Office of State Employment Relations

1. Position No. 005989	2. Cert / Reclass Request No. 2010-0298	3. Agency No. 445
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4. NAME OF EMPLOYEE	5. DEPARTMENT, UNIT, WORK ADDRESS Dept. of Workforce Development Bureau of Financial Management 201 E. Washington Ave., Madison
6. CLASSIFICATION TITLE OF POSITION Purchasing Agent - Senior	
7. CLASS TITLE OPTION (to be filled out by Personnel Office)	8. NAME AND CLASS OF FORMER INCUMBENT
9. AGENCY WORKING TITLE OF POSITION	10. NAME & CLASS OF EMPLOYEES PERFORMING SIMILAR DUTIES
11. NAME AND CLASS OF FIRST-LINE SUPERVISOR Vacant	12. FROM APPROXIMATELY WHAT DATE HAS THE EMPLOYEE PERFORMED THE WORK DESCRIBED BELOW?

13. DOES THIS POSITION SUPERVISE SUBORDINATE EMPLOYEES IN PERMANENT POSITIONS? Yes ☐ No ☒
IF YES, COMPLETE AND ATTACH A SUPERVISOR EXCLUSION ANALYSIS FORM (OSER-DMRS-84).

14. POSITION SUMMARY – PLEASE DESCRIBE BELOW THE MAJOR GOALS OF THIS POSITION:

See Attached

15. DESCRIBE THE GOALS AND WORKER ACTIVITIES OF THIS POSITION (Please see sample format and instructions on Page 3.)

- GOALS: Describe the major achievements, outputs, or results. List them in descending order of importance.
- WORKER ACTIVITIES: Under each goal, list the worker activities performed to meet that goal.
- TIME %: Include for goals and major worker activities.

TIME % GOALS AND WORKER ACTIVITIES (Continue on attached sheets)

See Attached

16. SUPERVISORY SECTION - TO BE COMPLETED BY THE FIRST LINE SUPERVISOR OF THIS POSITION (See Instructions on Page 2)

- a. The supervision, direction, and review given to the work of this position is ☐ close ☐ limited ☐ general.
b. The statements and time estimates above and on attachments accurately describe the work assigned to the position.
(Please initial and date attachments.)

Signature of first-line supervisor _____ Date _____

17. EMPLOYEE SECTION - TO BE COMPLETED BY THE INCUMBENT OF THIS POSITION

I have read and understand that the statements and time estimates above and on attachments are a description of the functions assigned my position.
(Please initial and date attachments.)

Signature of employee _____ Date _____

18. Signature of Personnel Manager _____ Date _____

DISTRIBUTE COPIES OF SIGNED FORM TO:

☐ P-FILE ☐ OFFICE OF STATE EMPLOYMENT RELATIONS ☐ EMPLOYEE ☐ DEPARTMENT ☐ CERT REQUEST COPY

Purchasing Agent – Senior
Position Summary

Under the Procurement Supervisor, this position serves as a Purchasing Agent - Senior. Responsibilities include developing and coordinating statewide procurement policies and procedures for DWD; chairing committees to explore bid strategies and contract language for contractual services and commodities; developing request for bids and request for proposals; negotiating, administering and awarding contracts that are turned into DWD bulletins used by multiple state agencies and local municipalities; resolving disputes; addressing non-awards issues, writing requests for purchasing authority; auditing purchasing activities to ensure adherence to sound purchasing practices, policies, and state purchasing laws; implementing and administering of DWD's automated purchasing/finance system and providing training on the system department wide. Procurement responsibilities impact over 1600 employees, all 72 counties, across agencies, and over \$50 million of the State's annual budget.

- 50% 1. Purchase IT and Contractual Service Requirements — Example contracts include Unemployment Insurance banking services, information technology contractors, janitorial services, and computer hardware and software and related maintenance contracts.
- 1A. Prepare and direct the development of complex information technology hardware, software and contractual services specifications in consultation with internal and external technical experts, take official sealed bids or request for proposals, resolve bid/proposal exceptions, evaluate technical and cost proposals, make award(s) and negotiate contracts with vendor(s). Contracts developed may have statewide impact.
 - 1B. Chair committees and provide guidance to explore creative approaches to bid strategies and contract language for request for bids and request for proposals that will support DWD requirements and may support other state agencies and local municipalities.
 - 1C. Ensure department procurement policies are followed and verify the generation of complete and accurate documentation of procurements in accordance with DWD, DOA, Adm. Code and State and Federal statutory requirements.
 - 1D. Develop measurements for evaluating the IT purchasing program.
 - 1E. Manage commodity areas of information technology and related services and provide up-to-date information and recommendations on rapidly changing market conditions.
 - 1F. Provide technical procurement assistance and consultation to DWD staff.
 - 1G. Create and approve contractual services purchase orders.
- 20% 2. General Operations
- 2A. Assist in developing DWD policy and procedures.
 - 2B. Ensure compliance to all applicable State and Federal policies and procedures
 - 2C. Ensure proper fiscal year-end processing of purchase orders as required by DOA.
 - 2D. Maintain a positive working relationship with DOA, other state agencies and represent DWD in the total process and on special committees.
 - 2E. Participate in resolving conflicting purchasing issues.
 - 2F. Assist department staff with procurement related issues and questions
 - 2G. Assist with workload issues within the RAPIDS Accounts Payable - Procurement unit as needed.
 - 2H. Promote, monitor and report the Minority Business Enterprise program.

- 2I. Provide reports to adhoc questions about purchasing from access database.
 - 2J. Audit direct charge orders monthly for compliance
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- 5% 3. Act as lead worker to the computer purchasing section within procurement area.
 - 3A. Provide technical assistance and direction to computer purchasing Purchasing Agent-Objective.
 - 3B. Provide training and guidance to computer purchasing Purchasing Agent.
 - 3C. Investigate and resolve computer purchasing customer service and vendor concerns.
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- 10% 4. Coordinate the implementation and ongoing support of DWD's automated purchasing/finance system statewide.
 - 4A. Evaluate the system and recommend design enhancements.
 - 4B. Coordinate the implementation and ongoing support.
 - 4C. Test and resolve errors in the system.
 - 4D. Train all users statewide.
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- 10% 5. Consult with DWD staff, vendors, other states, and state agencies.
 - 5A. Consult with IT technical support, IT management and IT Help Desk to determine need for support contracts for department-wide IT needs, to include hardware, software, and services.
 - 5B. Consult with vendors to determine support availability, costs and contract provisions.
 - 5C. Process IT support requests and coordinate information with IT managers.
 - 5D. Provide guidance, recommendations and expertise to other state agencies IT managers and contract administrators as needed on DWD contracts available for statewide purchases.
 - 5E. Support the delivery of good customer service by being responsive to all questions and concerns; listening respectfully to concerns, problems and complaints; using good manners and conducting yourself professionally in all situations.
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- 5% 6. Training
 - 6A. Attend trade shows and vendor visitations as necessary given budget limitations.
 - 6B. Attend training to maintain technical and program knowledge given budget limitations.
 - 6C. Assist in identifying training needs for department staff.

- 6D. Read technical publications to provide and maintain a technical expertise concerning new technologies and system solutions in specified assigned commodities that have rapid market changes.
- 6E. Develop and conduct training classes for the department's automated purchasing/finance system.
- 6F. Assist in cross-training support staff in purchasing activities.

Purchasing Agent Senior

Job Duties, Knowledge, Skills & Abilities

Job Duties: This position develops requests for bids (RFB's), requests for proposals (RFP's), negotiates, awards and administers contracts in accordance with Chapter 16, State Procurement Manual, DWD policy and procedures, as well as State and Federal statutory requirements. These contracts may be used by other state agencies and/or municipalities throughout the state. This position audits the departments purchasing activities to ensure adherence to sound purchasing practices, policies and state law; develops and coordinates procurement policy and procedures for statewide and DWD procurement; lead worker for the units IT purchasing section preparing and directing the development of complex information technology hardware and software; promotes, monitors and reports Minority Business Enterprise program; create reports for management, reporting requirements and public information requests using the department's database; evaluate the department's procurement/finance automated system RAPIDS and recommend enhancements; coordinate implementation, testing & training of the procurement/finance system for the department.

Knowledge, Skills and Abilities: Well qualified candidates will have the experience with both commodity and service contracts, along with the ability to work with multiple customers and multiple levels of management simultaneously; a thorough understanding of the State of Wisconsin Procurement guidelines and Chapter 16 requirements; extensive knowledge in the procurement of products and services; experience managing and administering procurement contracts; knowledge of cost analysis and effective contracting techniques; effective negotiation skills; excellent written and verbal communication; good leadership and organizational skills; ability to work with diverse groups and in a team environment; ability to understand and utilize PC software programs; ability to understand and perform purchasing related tasks using an electronic purchasing system.

DEPARTMENT OF ADMINISTRATION
BUREAU OF PERSONNEL
STAFFING ACTIVITY REPORT (rev 07/25/07)

Agency/Board/Commission <u>DWD</u>	
Position Title and No. <u>Purchasing Agent - Senior</u>	# <u>10-0298</u>
Former Incumbent _____	<input checked="" type="checkbox"/> Delegated <input type="checkbox"/> Non-Delegated
Human Resources Specialist <u>Stoikes</u>	Date Assigned <u>3/16/10</u>
Job Group Name and No. <u>Purchasing Proj. & Supp.</u>	# <u>23</u> Region _____
Underutilized for Racial/Ethnic Minorities: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Labor Market Availability _____
Underutilized for Women: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Labor Market Availability _____

Area of Recruitment:	<input type="checkbox"/> Open	<input type="checkbox"/> Service-wide	<input type="checkbox"/> Agency
Cert No. _____	Job Announcement Code _____	Register No. _____	

AA Candidate Certified/Referred for Appointment Consideration for Underutilized Position:	
<input type="checkbox"/> Yes (If interviewed, Hiring Review Form or related documentation required)	<input type="checkbox"/> No

APPOINTMENT DECISION				
Type of Hire:	<input type="checkbox"/> New Hire	<input type="checkbox"/> Promotional	<input type="checkbox"/> Transfer/Reinstate/Demotion	
Permanent or Project:	<input type="checkbox"/> Permanent	<input type="checkbox"/> Project	<input type="checkbox"/> Project-Permanent Appointment	
CERT List Used:	<input type="checkbox"/> Yes (If yes, attach Ranked List)		<input type="checkbox"/> No	
If a CERT List was used, complete columns A, B, C, & D below. If a CERT List was NOT used, complete columns C only.				
AA/Non-AA Status	A CERT List	B Interviewed	C Hired	D Register
Women	_____	_____	_____	_____
Minorities	_____	_____	_____	_____
Disabled	_____	_____	_____	_____
Non-AA	_____	_____	_____	_____
Total	_____	_____	_____	_____
Note: In some cases, a candidate may be counted in more than one AA status; e.g. women, minority, and disabled.				
Selected Candidate's Name _____		Appointment Date _____		
Starting Salary (Hourly) _____				